

2018 Iowa College AmeriCorps Program

Host Site Application

Iowa Campus Compact

PURPOSE

Iowa Campus Compact is seeking interested higher education institution host sites for our 2018-19 Iowa College AmeriCorps Program. Selected sites will provide matching funds (typically in kind) for each AmeriCorps member they host. Host sites may apply to host one or more full-time (1700 hours over 11 months) or part-time (300 hours completed over a semester, academic year, or program year) ICAP member. Sites will be selected for a one-year grant cycle, but evaluated annually for continuation. This document provides background information on Iowa Campus Compact, AmeriCorps State, and this program, as well as details on program proposal requirements and timelines.

Applications submitted by Friday, December 1, 2017 will be given priority when Iowa Campus Compact considers awards. Applicants interested in receiving a full-time member are encouraged to apply by the priority deadline. Applications may be submitted by Friday, May 11, 2018. Applications can be submitted here: https://iacampuscompact.formstack.com/forms/icap_host_site_application.

ELIGIBILITY

This application is open to Iowa Campus Compact member institutions of higher education. Other public organizations interested in the program are encouraged to contact one of the awarded host sites for partnership opportunities.

Member institutions may submit an application for the entire campus, or as individual applicants/supervisors.

TIMELINE

10/16/2017	Application Opens
11/13/2017	Technical Assistance Webinar: Watch Recording
12/1/2017	Priority Application Deadline
5/11/2018	Final Application Deadline
Mid-May to Early June	Notice of Award
August 2018	Supervisor online orientation and trainings
8/1/2018	Program year begins

SELECTION

Iowa Campus Compact will select host sites and make awards based on several criteria. IACC will consider the host site's ability to recruit members, manage the program, and effectively supervise members.

Host sites requesting continued support will be reviewed through these additional items.

- Host site reports – attainment of Performance Measure Goals
- Enrollment and retention rates
- Compliance with submitting enrollment and exit paperwork by program deadlines
- Site visit or other monitoring findings (if applicable)
- Timely payment of cost share (full-time member positions only)
- Meeting of match requirements

TECHNICAL ASSISTANCE

Questions can be directed to Iowa Campus Compact Assistant Director Justin Ellis at (515) 235-4681 or jellis@iwcc.edu. A technical assistance webinar was held on Monday, November 13, 2017. [Watch the recording.](#)

HOST SITE OBLIGATIONS

Basic Requirements

Host sites must be able to:

- Direct the project
- Recruit and supervise the AmeriCorps member(s)
- Develop a position description that describes member duties (see [position description guidelines](#) for specific requirements)
- Provide necessary administrative support to complete the goals of the project

Host sites develop and manage projects with the involvement of the communities that will be served. The beneficiary of any Iowa College AmeriCorps Program initiative are nonprofit community organizations and government agencies.

Match

Host sites are expected to provide a source of matching funds for each member they enroll. For each full-time member enrolled, the host site is expected to contribute \$6000 (cash or in-kind). For each part-time member enrolled, the host site is expected to contribute \$175 (cash or in-kind). Matching funds can be cash or in-kind (including staff time) and can be spread over the entire project period.

Match amounts are determined by the total direct grant costs of each member position, including benefits, facilitating orientations, member and staff travel, and training costs. The total value of a part-time positions is \$1571. The total value of a full-time positions is \$30,972.

Cost Share

The cost to participate in the Iowa College AmeriCorps Program project year is expected to be \$4,000.

This cost is associated with the cost of providing full time ICAP members with their bi-weekly stipend and full coverage health insurance. If a member does not complete their year of service, *sites will not be reimbursed*. Host sites will be invoiced for their cost-share after award notification and expected to make quarterly payments unless other arrangements are made.

SERVICE SITE OBLIGATIONS

While higher education institutions serve as host sites for the members and coordinate their reporting and training, most members serve at nonprofit and government agency service sites in the community. Higher education host sites are expected to conduct a process in which they identify service sites, discuss capacity building needs, and create member service position descriptions that meet those needs. Service sites are required to participate in some basic training on AmeriCorps requirements so that they can effectively supervise members and communicate with the host site.

Basic Requirements

Service sites must be able to:

- Direct the project
- Supervise the AmeriCorps member(s)
- Develop a position description that describes member duties (see [position description guidelines](#) for specific requirements)
- Provide necessary administrative support to complete the goals of the project

Service sites develop and manage projects with the involvement of the communities that will be served. The beneficiary of any Iowa College AmeriCorps Program initiative are community members.

Eligible Organizations

Service sites must be any of the following types of public organizations:

- Host Site
- State and local government organizations
- Indian Tribes
- Nonprofit private organizations

Organizations that focus solely on advocacy and lobbying are not eligible.

Prohibited Activities

Service Sites must uphold the same AmeriCorps program requirements as Host Sites, Iowa Campus Compact, and the Iowa Commission on Volunteer Services. This includes, but is not limited to, member prohibited activities as provided in this document.

AMERICORPS POSITIONS

Applicants may request the following types of AmeriCorps positions to serve at the host site. Host sites are expected to enroll at least 90 percent of the total number of requested members. Host sites are also required to retain at least 90 percent of enrolled positions.

Each position must have a position description which describe their duties. The position description should be developed in collaboration with the relevant community partner agency(ies). See [position description guidelines](#) for specific requirements.

Available Positions

Type	Hours	Duration	Intensity
Semester/Summer Part Time	300	3 to 4 months	18 – 22hrs/wk
Academic Year Part Time	300	8 to 9 months	13 – 17hrs/wk
Program Year Part Time	300	10 to 12 months	6 – 10hrs/wk
Program Year Full Time	1700	11 months	35 – 40hrs/wk

Enrollment Deadlines

Type	Recruitment Deadline	Enrollment Deadline
Semester/Summer Part Time	5/27/2019	5/31/2019
Academic Year Part Time	2/25/2019	3/1/2019
Program Year Part Time	10/26/2018	11/1/2018
Program Year Full Time	8/3/2018	8/17/2018

AMERICORPS BENEFITS

Part-Time AmeriCorps Member Benefits

- \$75 Professional Development budget
- \$75 scholarship to cover their entire registration fee for the Iowa Civic Action Academy
- Additional professional development and networking opportunities
- Upon successful completion of the full term of service, the Member will receive an education award of \$1,222, from the National Service Trust. The Member understands that his/her failure to disclose to the program any history of having been released for cause from another AmeriCorps program will render the Member ineligible to receive the education award.

- If the Member has received forbearance on a qualified student loan during the term of service, and the Member successfully completes the term of service, the National Service Trust will repay a portion of the interest that accrued on the loan during the term of service according to hours served.

Full Time AmeriCorps Member Benefits

- A living stipend paid out bi-monthly from Iowa Western Community College totaling \$15,000 over 11 calendar months.
- Full health insurance coverage through Iowa Western Community College
- \$1000 Professional Development budget
- \$75 scholarship to cover their entire registration fee for the Iowa Civic Action Academy
- Additional professional development and networking opportunities
- Upon successful completion of the full term of service, the Member will receive an education award of \$5,815, from the National Service Trust. The Member understands that his/her failure to disclose to the program any history of having been released for cause from another AmeriCorps program will render the Member ineligible to receive the education award.
- If the Member has received forbearance on a qualified student loan during the term of service, and the Member successfully completes the term of service, the National Service Trust will repay a portion of the interest that accrued on the loan during the term of service according to hours served.
- Child-care benefits are contingent on having a child under 13, meeting an income threshold, needing child-care assistance to complete the AmeriCorps term of service, and having a financial need to pay necessary child-care expenses. More information can be found at <http://www.americorpschildcare.com/>.

Additional Member Benefits

Iowa Campus Compact encourages, but does not require, participating sites to provide housing and/or meal support to full time AmeriCorps member(s). This may mean arranging for a community member to house the AmeriCorps member, providing on-campus housing, providing an on-campus meal card, paying rent directly to the landlord, seeking out low-cost housing, etc. AmeriCorps members are not allowed to receive any outside compensation from their host sites during their term of service.

Host site benefits must be provided to the AmeriCorps member as either in-kind or in-direct payment, such as to a landlord or vendor. Host sites may use these benefits as a source of match.

Additional Host Site Benefits

Iowa Campus Compact has requested funds from Volunteer Iowa for the following items. IACC will notify awarded host sites if the following funds are available for the 2018-19 in their notice of awards. Awarded host sites may request additional funding for any of the following reasons after they have received their notice of awarded.

- (1) *Iowa Civic Action Academy travel support.* ICAP members are eligible to request up to \$75 in order to reimburse travel costs (mileage, hotel, etc.) to attend the Iowa Civic Action Academy. There is no match requirement for Iowa Civic Action Academy Funds.
- (2) *National Days of Service funding.* ICAP host site may request up to \$1000 in order to reimburse project funds for National Days of Service that leverages community or student volunteers for day of service events such as 9/11 Day of Service and Remembrance, MLK Day (1/21/19), Mayor's Day (April 2019), AmeriCorps Week (March 2019), National and Global Youth Service Day (April 2019), Make a Difference Day (10/28/2018), or other large service project. Host sites are responsible for matching (cash or in-kind) at least 30% of awarded funds.
- (3) *Evaluation project support.* ICAP Host sites may request project funds in order to conduct an evaluation of their ICAP members or service sites. Host sites are responsible for matching (cash or in-kind) at least 30% of the awarded funds.

MEMBER ELIGIBILITY

Iowa Campus Compact requires that individuals serving in the program meet the following qualifications.

Part-Time Member Qualifications

- (1) The member must be a United States citizen, a United States national, or a legal permanent resident of the United States and at least 17 years of age.
- (2) The member must pass all three criminal history checks (Sex offender, state, and FBI).
- (3) The member must be currently enrolled in good standing at the host site institution of higher education.

Full-Time Member Qualifications

- (1) The member must be a United States citizen, a United States national, or a legal permanent resident of the United States and at least 17 years of age.
- (2) The member must pass all three criminal history checks (Sex offender, state, and FBI).
- (3) The member must have obtained a high school diploma, GED, or is working to obtain during their term of service.

CAPACITY BUILDING INTERVENTIONS

Iowa Campus Compact is interested in building the capacity of Iowa’s public organizations (including institutions of higher education) in any of the following areas.

Intervention	Outcomes	Example activities
Community Engagement	<ol style="list-style-type: none"> 1. Increase awareness of the organization or 2. Increase the diversity of partnership arrangements 	<ol style="list-style-type: none"> 1. Creation of an external website 2. Procedures to regularly update external website 3. Regular staff/volunteer contribution to the website’s blog 4. Development of a social media policy 5. Creation of social media accounts 6. Regular communication with key stakeholders (e.g., email, newsletter) 7. Creation of a place for clients/staff/volunteers to download program documents 8. Ongoing identification of potential partners 9. Development of brochures, newsletter, marketing materials 10. Ongoing management of event/client meeting invitations 11. An established procedure to reserve client or event meeting space 12. Meeting minutes are regularly recorded and disseminated 13. Event follow-up communication is regular and consistent

Organizational Development	<ol style="list-style-type: none"> 1. Regularly assess your strengths and needs, and 2. Assess external opportunities and risks 	<ol style="list-style-type: none"> 1. Development of an organization database 2. Regular maintenance of an organization database 3. Researching organizational management best-practices 4. Annual reviews of state/federal regulations 5. Researching issue briefs 6. Regularly reviewing current studies or evaluations 7. Researching evidence based practices/model programs
Program Development	<ol style="list-style-type: none"> 1. Increase the number of clients served, 2. Track types and amounts of program services provided, 3. Obtain client feedback, and 4. Track client outcome data. 	<ol style="list-style-type: none"> 1. Organized staff or volunteer training workshops 2. Development of program training modules 3. Development of curriculum for new or existing program(s)/event(s) 4. Creation of an operations manual for new or existing program(s)/event(s) 5. Development or implementation of a new program(s)/event(s) 6. Development of a survey to research community need 7. Regular data analysis performed on research 8. Established program assessments or evaluation 9. Regular data collection for tracking/reporting 10. Evaluating community needs by GIS mapping 11. Established process to collect oral histories from clients/community members
Volunteer Management	<ol style="list-style-type: none"> 1. Increase visibility in the community and at local college/university campuses, 2. improve client services, 3. increase volunteer retention, and 4. increase program capacity 	<ol style="list-style-type: none"> 1. Develop a new or update an existing written volunteer generation plan 2. Establish formal partnerships for volunteer recruitment 3. Establishment of a volunteer unit within the program or organization 4. Creation of volunteer manual/training/curriculum 5. Regular supervision and communication with volunteers 6. Liability coverage or insurance protection for volunteers 7. Screening and matching volunteers to jobs 8. Regular collection of information on volunteer involvement 9. Written policies and job descriptions for volunteer involvement 10. Recognition activities such as award ceremonies for volunteers 11. Annual measurement of volunteer impact 12. Training and professional development for volunteers

MEMBER ACTIVITIES

As a general rule, CNCS considers capacity building activities to be *indirect services* that enable CNCS-supported organizations to provide more, better, and sustained *direct services*. To determine whether assigned national service participants' activities qualify as capacity building, think about the intended results of those activities. Applicants must understand and distinguish activities that build capacity. Capacity building activities cannot be solely intended to support the administration or operations of the organization.

Capacity building activities must:

1. Be intended to support or enhance the program delivery model.
2. Respond to the organization's goal of increasing, expanding or enhancing services to address the most pressing needs identified in the community.
3. Enable the organization to provide a sustained level of more or better direct services after the national service participant's term of service has ended.

Common Issues and Points to Consider:

- Any one of the below disqualifies the activity from capacity building:
 - Direct service (except for training purposes, emergencies, and organization-wide events)
 - Administrative or operations support that should be complete by staff and does not build capacity (such as filing, copying, answering phones, etc.)
 - Activities that cannot be sustained beyond the member's term

For additional details on member activities, please review the [ICAP position description guidance](#).

PROHIBITED ACTIVITIES

PROHIBITED ACTIVITIES. 45 CFR§§ 2520.65 While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities associated with the AmeriCorps program or the Corporation for National and Community Service, members and volunteers recruited by members may not engage in the following activities:

1. Attempting to influence legislation.
2. Organizing or engaging in protests, petitions, boycotts, or strikes.
3. Assisting, promoting or deterring union organizing.
4. Impairing existing contracts for services or collective bargaining agreements.
5. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
7. Engaging in religious instruction; conducting worship services; providing instruction as part of a program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.
8. Providing a direct benefit to
 - a. A business for profit;
 - b. A labor union
 - c. A partisan political organization
 - d. A non-profit entity that fails to comply with restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative;

- e. An organization engaged in religious activities as described above (7), unless Corporation assistance is not used to support those religious activities.
9. Conducting voter registration drive or using CNCS funds to conduct a voter registration drive.
10. Providing abortion services or referrals for receipt of such services.
11. Other such activities as CNCS/ICVS may prohibit. AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training or managing others for the primary purpose of engaging in one of the activities listed above.

RIGHTS OF PRIVATE CITIZENS. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

FUNDRAISING. 45 CFR §§ 2520.40 AmeriCorps members may raise resources directly in support of your program's service activities. Examples of fundraising activities AmeriCorps members may perform include, but are not limited to, the following:

1. Seeking donations of books from companies and individuals for a program in which volunteers teach children to read;
2. Writing a grant proposal to a foundation to secure resources to support the training of volunteers;
3. Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals;
4. Seeking donations of books from companies and individuals for a program in which volunteers teach children to read;
5. Securing financial resources from the community to assist in launching or expanding a program that provides social services to the members of the community and is delivered, in whole or in part, through the members of a community-based organization;
6. Seeking donations from alumni of the program for specific service projects being performed by current members.

FUNDRAISING LIMITATIONS. AmeriCorps members may not:

1. Raising funds for his/her living allowance; raising funds for an organization's operating expenses or endowment;
2. Write a grant application for funding provided by a federal agency including Campus Compact Days of Service grants, AmeriCorps VISTA, Summer VISTA Associates, the Corporation for National Community Service grant proposals and AmeriCorps grants.

NON-DUPLICATION. 45 CFR §§ 2540.100

- A. Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of paragraph (f) [non-displacement] of this section are met, Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.

NON-DISPLACEMENT. 45 CFR §§ 2540.100

- A. An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.
- B. An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.
- C. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.

- D. A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
- E. A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that— (i) Will supplant the hiring of employed workers; or (ii) Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
- F. A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any— (i) Presently employed worker; (ii) Employee who recently resigned or was discharged; (iii) Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures; (iv) Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or (v) Employee who is on strike or who is being locked out.

MATCH REQUIREMENTS

UNALLOWABLE SOURCES OF MATCHING FUNDS

- Costs incurred prior to the award
- Any prohibited activities outline in the application instructions
- Travel costs to and from the member's service site
- AmeriCorps member living allowance
- Costs associated with preparing the application
- Capital expenditures for general purpose equipment, buildings, and land
- Construction and renovation of buildings and structures
- Bad debt
- Lobbying, political and other governmental activities
- Entertainment and alcohol
 - a. No amusement, diversion, or social activity costs are allowed (such as tickets to shows or sports events, or meals, lodging, rentals, transportation, or gratuities connected with attending entertainment events)
- Indirect costs (administrative support)
- Tuition or scholarships for AmeriCorps members
- Contributions to a contingency reserve or any similar provision
- Fines, penalties, damages, and other settlements resulting from violations (or alleged violates) of, or failure to comply with, Federal, State, local, or Indian tribal laws and regulations
- Organized fundraising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions – regardless of the purpose for which the funds will be used
- Costs of goods or services for personal use of the employees – regardless of whether the cost is reported as taxable income to the employees
- Information technology systems that have a useful life of more than one year and that exceed \$5,000
- Costs of investment counsel and staff and other expenses incurred to enhance income from investments
- Political activities in accordance with provisions of the Hatch Act (5 U.S.C. 1501-1508 ad 7324-7326)

ALLOWABLE SOURCES OF MATCHING FUNDS

Host sites shall refer to OMB Cost Principles 2 CFR Part 200, Subpart E for additional requirements related to allowable kinds and sources of match and match documentation requirements. Host sites utilizing match funds from other Federal sources must have consent from the other Federal sources allowing the use of the funds as match under this Grant.

Grantees shall report the amount and sources of federal funds, other than those provided by CNCS, used to carry out its Program.

Staff Time. Personnel costs which directly support ICAP members and goals are an allowable source of match. Host sites that wish to use personnel costs must provide Iowa Campus Compact with (1) annual certification of salary and benefits, (2) monthly timesheets submitted to IACC that must be signed and dated by both the host site supervisor and their supervisor. Timesheets must indicate total hours for each time period with a separate listing for hours spent support ICAP program goals. Monthly reports must be submitted to Iowa Campus Compact within the first 5 working days of the month.

Supervisor and Member Travel. Host sites may use supervisor or member travel as a source of match. Travel costs must be reimbursed by the host site or applicable service site. The travel must be in support of ICAP which may include; monitoring visits, travel as a part of the member's service project, travel to professional development opportunities, among others. Host sites cannot use member travel to and from their service site as a source of match.

Supply Purchases. Host sites may use the purchase of supplies as a source of match. Supply purchases can occur at the host site or service site. Supplies must be in support of the ICAP member's service project or training. Food purchases are generally not allowed.

Contractual/consultant services. Host sites may use contractual or consultant services as a source off match. Services can occur at the host site or service site. Services must be in support of the ICAP member's service project or training.

Other program costs. Host sites may use other program costs as a source of match. Other costs may include, but are not limited to, office space, other member benefits (housing), rental costs to host an ICAP member orientation or training, or other applicable program costs. Costs can occur at the host site or service site.

PEFORMANCE MEASURES

Please indicate your performance measure goals for the 2018-19 program year. The goals are representative of all ICAP positions serving at your institution. A list of definitions, data collection methods, and suggested minimum calculations are listed below to help you set appropriate goals for your institution.

Capacity Building Outputs/Outcomes

- **Output:** The number of organizations receiving capacity building services:
- **Outcome:** The number of organizations reporting that capacity building helped make them more effective:

Definitions

- **Capacity Building:** A set of activities that expand the scale, reach, efficiency, or effectiveness of programs and organizations. For example, capacity building activities may expand services or enhance delivery of services. These activities achieve lasting positive outcomes for the beneficiary populations served by CNCS-supported organizations.
- **Effective:** Improved ability of the organization to achieve outcomes resulting in better success rates or better quality of outcomes achieved.
- **Organization:** Comprises public organizations where one or more ICAP members are placed. This may include institutions of higher education, K-12 local education agencies, state health agencies, tribes, and tax-exempt, charitable organizations under section 501(c)(3) of the Internal Revenue Code.

Data Collection Methods

- **Output:** Organizations receiving capacity building services are agencies where the ICAP member is directly placed. Organizations may include institutions of higher education, K-12 local education agencies, state health

agencies, tribes, and tax-exempt, charitable organizations under section 501(c)(3) of the Internal Revenue Code. Iowa Campus Compact tracks member service sites and counts the unique number of organizations receiving capacity services at the end of the program year.

- **Outcome:** ICAP has developed a pre/post survey that includes 35 common ICAP member capacity building activities. The survey counts the number of capacity building activities implemented and evaluates the member's effectiveness at implementing the practices on a likert scale (0-7 where 0 is "Not effective"). Organizations will be counted toward this outcome if (1) at least one capacity building activity was implemented AND (2) the organization reports that the member's service was effective (1 or greater). Members disseminate the survey to their service site and report their results to Iowa Campus Compact where the results are analyzed.

Suggested Minimum Calculations

- **Output:** G3-3.4 - The number of organizations receiving capacity building services
- **Suggested Calculation:** We suggest 1 organization per ICAP position

- **Outcome:** The number of organizations reporting that capacity building helped make them more effective
- **Suggested Calculation:** We suggest 80% of organizations identified in the above output

Volunteer Management Outputs/Outcomes

- **Output:** Number of community volunteers recruited by ICAP members:
- **Outcome:** Number of organizations implementing effective volunteer management practices:

Definitions

- **Community Volunteers:** Citizens or residents (including students) in the community who are recruited and/or managed by the ICAP member(s) to offer time, knowledge, skills, and expertise for free to support the organization. Community volunteers differ from national service participants in that they are under no formal obligation to provide a specified amount of assistance (e.g., as measured by service hours), and said volunteers are not enrolled in a national service program.
- **Recruited Volunteer:** Enlisted or enrolled as a direct result of an intentional effort to do so.
- **Organization:** Comprises public organizations where one or more ICAP members are placed. This may include institutions of higher education, K-12 local education agencies, state health agencies, tribes, and tax-exempt, charitable organizations under section 501(c)(3) of the Internal Revenue Code.
- **Volunteer Management Practices:** A series of practices that collectively maximize the capacity of volunteers to have an impact on behalf of the organization or community.

Data Collection Methods

- **Output:** ICAP members recruit student volunteers from their campuses. Each host site must have a volunteer management system they use to track their student volunteers. Host sites who do not have a system in place should seek additional support from Iowa Campus Compact in creating a system. ICAP members must be trained by their host site on how to use and report data from the volunteer management system.
 - The total number of volunteers recruited and managed should be an unduplicated count of community volunteers engaged by the ICAP host site. Host sites should control for double counting volunteers in their data collection and reporting processes.
- **Outcome:** ICAP has developed a pre/post survey that includes 13 volunteer management practices member should be implementing at their service site. The survey counts the number of volunteer management practices implemented and evaluates the member's effectiveness at implementing the practices on a likert scale (0-7 where 0 is "Not effective"). Organizations will be counted toward this outcome if (1) at least three volunteer management practices were implemented AND (2) the organization reports that the member's service was effective (1 or greater). Members disseminate the survey to their service site and report their results to Iowa Campus Compact where the results are analyzed.

Suggested Minimum Calculations

- **Output:** Number of volunteers recruited by ICAP member(s)
- **Suggested Calculation:** We suggest 11 volunteers per ICAP position

- **Outcome:** Number of organizations implementing effective volunteer management practices
- **Suggested Calculation:** We suggest 1 organization per ICAP host site

Host Site Application & Instructions

ORGANIZATION INFORMATION

- Name
- Address

APPLICANT INFORMATION

[Instruction](#): Iowa Campus Compact will communicate with the applicant during the application phase. The applicant may or may not be the host site supervisor(s) of the ICAP member(s).

- Name
- Phone
- Email
- Application Type
 - New
 - Returning
 - Returning with proposed expansion

[Instruction](#): *New applications* are for host sites who are not participating in the 2017-18 program year. *Returning applications* are for host sites who are current participating. *Returning with proposed expansion* are for current host sites that are requesting to increase their program by adding more part-time or full-time members.

REQUESTED POSITIONS

- Semester/Summer Part-time (300 hours)
- Academic Year Part-time (300 hours)
- Program Year Part-time (300 hours)

[Instruction](#): Part-time position descriptions must be submitted for review to IACC no less than 5 days before the member starts their term of service. [A position description template and guidance is available on the ICAP website.](#)

- Program Year Full Time (1700 hours)
 - Upload position description

[Instruction](#): Full-time members start their service in the first two weeks of September. Members must be recruited by September 3, 2018. Applicants must upload a position description to their application. The position description does not need to be finalized, however it must be finalized no less than 5 days before the member starts their term of service. [A position description template and guidance is available on the ICAP website.](#)

BENEFITS AND MATCHING FUNDS

[Instruction](#): The following items will be calculated automatically based on your requested positions.

- Total Value of Full Time Member(s):
- Total Full Time Member Benefits:
 - Living Allowance:
 - Health Insurance:
 - Professional Development:
 - Education Award:
- Total Value of Part Time Member(s):
- Total Part Time Member Benefits:
 - Professional Development:

- Education Award:

TOTAL REQUESTED FUNDS, COST SHARE, AND MATCHING FUNDS REQUIREMENTS

Instruction: The following items will be calculated automatically based on your requested positions.

- If fully awarded, your ICAP members may receive benefits totaling:
- If fully awarded, you are responsible for a cost share of:
- If fully awarded, you are responsible for matching grant funds totaling:

- What is your proposed source of match?

Instruction: Please describe your proposed source of match. For additional guidance, please see the “Match Requirements” section of this application.

Other available program benefits

Iowa Campus Compact has requested funds from Volunteer Iowa for the following items. IACC will notify awarded host sites if the following funds are available for the 2018-19 in their notice of awards. Awarded host sites may request additional funding for any of the following reasons after they have received their notice of awarded.

- (1) *Iowa Civic Action Academy travel support.* ICAP members are eligible to request up to \$75 in order to reimburse travel costs (mileage, hotel, etc.) to attend the Iowa Civic Action Academy. There is no match requirement for Iowa Civic Action Academy Funds.
- (2) *National Days of Service funding.* ICAP host site may request up to \$1000 in order to reimburse project funds for National Days of Service that leverages community or student volunteers for 9/11 Day of Service and Remembrance, MLK Day (1/21/19), Mayor’s Day (April 2019), AmeriCorps Week (March 2019), National and Global Youth Service Day (April 2019), Make a Difference Day (10/28/2018), or other large service project. Host sites are responsible for matching (cash or in-kind) at least 30% of awarded funds.
- (3) *Evaluation project support.* ICAP Host sites may request project funds in order to conduct an evaluation of their ICAP members or service sites. Host sites are responsible for matching (cash or in-kind) at least 25% of the awarded funds.

BUILDING CAPACITY AND MEMBER SUPPORT (NEW APPLICANTS ONLY)

- How will an ICAP member(s) improve your institution’s capacity in the area of community engagement?
 - Instruction: Tell us how having ICAP members will benefit your efforts to support your community.
- What process or criteria will you use to determine an ICAP member’s service sites? If you already know all of your service sites, please list them instead.
 - Instruction: Tell us your process for determining service sites. This can be formal, informal, competitive or not. If you already know your service sites, please list them instead of your process.
- How will your ICAP member(s) be supervised? If the host site supervisor(s) will not be directly supervising the ICAP member(s), then please describe how the host site supervisor will monitor an ICAP member’s activities.
 - Instruction: Tell us how you will provide your additional ICAP members with effective supervision. If applicable, what expectations do you have of your community partners? How will you communicate with individuals who supervise your members?

EXPANDING YOUR PROGRAM (RETURNING WITH PROPOSED EXPANSION APPLICANTS ONLY)

- How will more ICAP member(s) improve your institution’s capacity in the area of community engagement?
 - Instruction: Tell us how having ICAP members will benefit your efforts to support your community.

- How will your additional ICAP member(s) be supervised? If the host site supervisor(s) will not be directly supervising the ICAP member(s), then please describe how the host site supervisor will monitor the additional ICAP member's activities.
 - [Instruction: Tell us how you will provide your additional ICAP members with effective supervision. If applicable, what expectations do you have of your community partners? How will you communicate with individuals who supervise your members?](#)

PERFORMANCE MEASURE GOALS

[Instruction: The fields will populate with suggested calculations based on your requested positions. You are encouraged to adjust your goals based on what you think your ICAP members can reasonably achieve. Please see the "Performance Measures" section for additional guidance. You should create goals that are realistic and achievable.](#)

- G3-3.1 – Number of volunteers recruited by ICAP member(s)
- G3-3.3 – Number of organizations implementing effective volunteer management practices
- G3-3.4 – Number of organizations receiving capacity building services
- G3-3.8 – Number of organizations reporting that capacity building helped make them more effective

If awarded, you will also be responsible for reporting on the following items.

Volunteer Measures

- a. Number of ongoing Volunteers recruited
- b. Number of episodic Volunteers recruited
- c. Number of Managed Volunteers
- d. Number of ongoing Volunteers Managed
- e. Number of episodic Volunteers Managed
- f. Number of hours served by recruited/managed volunteers

Beneficiary Measures

- g. Veteran family members served
- h. Military family members served
- i. Active duty military members
- j. Opportunity youth enrolled as AmeriCorps members (ICAP or otherwise)

Member Measures

- k. Veterans serving as AmeriCorps members
- l. Number of Civic Engagement Trainings, lessons or reflection sessions provided to your ICAP members
- m. Members who participated in disaster service projects
- n. Local disasters to which AmeriCorps members have responded
- o. Individuals effected by disasters receiving support from ICAP members